



IAC APPLICATION FORMS & PROCEDURES

2006 Projects

5

FEBRUARY 2006

Interagency Committee for Outdoor Recreation

- Our Mission*** To provide leadership and funding to help our partners protect and enhance Washington's natural and recreational resources for current and future generations.
- Our Services*** To make statewide strategic investments through policy development, grant funding, technical assistance, coordination, and advocacy.
- Our Values*** To provide efficient, fair, and open programs that are conducted with integrity. The results foster healthy lifestyles and communities, stewardship, and economic prosperity in Washington.



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CHAPTER 1 - INTRODUCTION

Introduction

This booklet contains instructions and blank forms needed to complete an application for the following grant programs administered by the Interagency Committee for Outdoor Recreation (IAC):

- ▶ Aquatic Lands Enhancement Account (ALEA)
- ▶ Boating Facilities Program (BFP)
- ▶ Boating Infrastructure Grant (BIG)
- ▶ Land and Water Conservation Fund (LWCF)
- ▶ National Recreational Trails Program (N RTP)
- ▶ Nonhighway and Off-road Vehicle Activities (NOVA)
- ▶ Washington Wildlife and Recreation Program (WWRP)

Most of this information may be submitted on-line using IAC's computerized P ROject Information System (PRISM). A few application items cannot be submitted on-line, but can be attached to the PRISM file. These include maps, plans, evaluation question responses, etc. Hard copy applications and documents not entered in PRISM must be delivered to the address below.

Contacting IAC, Application Submission Address

Interagency Committee for Outdoor Recreation

Natural Resources Building

1111 Washington Street SE

PO Box 40917

Olympia, WA 98504-0917

Phone (360) 902-3000

FAX (360) 902-3026

TDD (360) 902-1996

E-mail info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov>

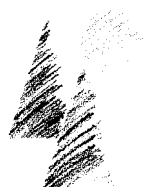
Applicability

Not all forms or elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklists or worksheets beginning on page 24, should help you determine which documents we require.

Related Program Policy Manuals

Related information is contained in:

- ▶ *Using Prism* (Manual 22)
- ▶ *Planning Policies* (Manual 2)
- ▶ *Acquiring Land: Policies* (Manual 3)
- ▶ *Development Projects: Policies* (Manual 4)
- ▶ *Aquatic Lands Enhancement Account: Policies & Project Selection* (Manual 21)
- ▶ *Boating Facilities Program: Policies & Project Selection* (Manual 9)
- ▶ *Boating Infrastructure Grant: Policies & Project Selection* (Manual 12)
- ▶ *Land and Water Conservation Fund: Policies & Project Selection* (Manual 15)
- ▶ *National Recreational Trails: Policies & Project Selection* (Manual 16)
- ▶ *Nonhighway and Off-Road Vehicle Activities: Policies & Project Selection* (Manual 14)
- ▶ *Washington Wildlife and Recreation Program: Outdoor Recreation Account* (Manual 10a)
- ▶ *Washington Wildlife and Recreation Program: Habitat Conservation & Riparian Protection Accounts* (Manual 10b)
- ▶ *Washington Wildlife and Recreation Program: Farmland Preservation* (Manual 10f)



CHAPTER 2 – APPLICATION INSTRUCTIONS & SAMPLES

Application Process

Submit Application. IAC expects applicants to use PRISM, our on-line grants management data system. (See Manual #22, *Using Prism*, found on the *2006 Grants Workshop CD*). PRISM users must input the data and click the “submit” button by the deadline. Applicants may also submit maps, plans, and visuals to IAC via PRISM. Any information not submitted through PRISM (for example: forms with original signatures, maps, plans, and visuals) must be delivered flat and unfolded to IAC (address above). Retain at least one copy of all materials.

*Complete applications are due **May 1**.* The application must be in the “Submitted” status in Prism. Please refer to Manual #22 for further instructions.

IAC returns applications that are illegible or postmarked after the due date. IAC does not accept faxed applications.

Notice of Completion or Deficiencies. After receipt and review, IAC sends applicants a checklist, current program schedule, and a copy of the Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.

Applicant Contact and Possible On-Site Inspection. As early in the funding cycle as possible, an IAC grants manager will contact each applicant to review the grant request. IAC grants managers may visit project sites.

Project Review. IAC conducts Project Review Meetings for some grant programs to allow applicants an opportunity to gain valuable information that can increase chances for funding. Applicants present the technical aspects – the scope, design and need for their projects, using graphics (PowerPoint® presentation) and spoken narrative, to IAC staff and specialists who will make suggestions for improvements. Applicants may bring their PowerPoint® presentation on the day of the meeting, but are strongly encouraged to send it via e-mail or CD to IAC about three days in advance. Check the evaluation schedule for this date. Participation is highly recommended and by appointment only.

Project Review for NOVA and WWRP-State Lands Category

Applicants. Approximately a month after the grant application due date, IAC staff sends key application material to the NOVA Advisory Committee and WWRP evaluation team. In response, members provide written feedback regarding:

- clarity of the proposal (its objectives, maps, etc.);
- reasonability of the project’s costs and benefits;
- what, if any, changes the applicant should consider.

In turn, in advance of project evaluations, IAC staff provides this feedback to each applicant. Applicants then have an opportunity to consult with IAC staff to determine what, if any, changes

may be desirable to improve the project.

Final Plans and Technical Completion Deadline. Important deadlines occur shortly after submitting a grant application. Please refer to the grant schedule included in the application checklist for these dates as they vary by program and category. For grant programs that have a planning eligibility requirement, final comprehensive plans (which establish eligibility for planning, land acquisition, and development projects) are due.

The next important date is the Resolution Due Date or Technical Completion Deadline (the date by which *all* application information or materials must be complete, in final form, and received by IAC).

Evaluation. The purpose of evaluations is to provide a basis for funding recommendations by assessing the merits of each project using evaluation criteria or questions adopted by IAC for each grant program. Depending on the grant program, evaluations are conducted in two ways: in-person (oral) presentations or through written materials provided to the evaluation team.

The first method, an oral presentation, is used for the following programs:

- Aquatic Lands Enhancement Account
- Boating Facilities
- Land and Water Conservation Fund
- Nonhighway and Off-road Vehicle Activities
- Washington Wildlife and Recreation Program

In this assessment, applicants appear before an advisory committee or evaluation team and, using presentation graphics software (PowerPoint®), respond to the questions. This method relies heavily on each applicant's presentation. Team members base their evaluation on a set of predetermined questions, but use discretion in interpreting these criteria when scoring projects. To do well, it is important to prepare. Applicants are allowed only 20–30 minutes for presentations (this includes time for questions), and must use this time wisely and structure the presentation around the grant program's criteria in order to be successful.

The second method of evaluation, submitting written materials, is used for the following programs:

- Boating Infrastructure Grant
- National Recreational Trails Program
- Washington Wildlife and Recreation Program
 - State Lands Development and Renovation category
 - State Lands Restoration and Enhancement category.

IAC will distribute evaluation materials to the Boating Facilities or National Recreational Trails advisory committee to review and score or assess all projects submitted for funding. WWRP evaluators conduct the review and evaluation of the projects in the State Lands categories.

Post Evaluation

Once the evaluations are complete, the evaluation team (in some instances advisory committee members) comes together in an open public meeting to assess the results. Any interested person may attend this meeting, but only evaluation team members and IAC staff may address project issues. The Boating Advisory Committee typically provides written comments to assist staff with assessment of Boating Infrastructure projects. This evaluation process results in a ranked list of projects that is used by staff to develop a funding recommendation for IAC's director and board.

Certification of Sponsor Match. Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available. This must be submitted at least 30 days before the IAC funding meeting.

Funding Meeting. IAC's staff presents the ranked projects to IAC's board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC's board makes its funding decision.

Legislative Process. In the Aquatic Lands Enhancement Account Program and the Washington Wildlife and Recreation Program, IAC's board submits its recommendations to the Governor. The Governor submits the list in the capital budget to the legislature for review and approval. After legislative approval, IAC's board makes its final funding decision.

Federal Boating Infrastructure Grant projects and Land and Water Conservation Fund projects must be submitted to the appropriate federal agencies for their approval before IAC is authorized to proceed with issuing a project agreement.

Post Approval Materials. After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC grants manager is available to assist if necessary.

Documents must be provided within **60-90 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed project agreements at our Successful Applicant Workshop(s). Post approval materials required are described beginning on page 51.

Successful Applicant Workshops. After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:

- a. Describes procedures for funded projects.
- b. Explains information included in the project agreement.
- c. Discusses reimbursement procedures.
- d. Distributes project agreements to applicants that have completed all post approval requirements.
- e. Addresses other pertinent issues.

**Application
Materials**

Grant application information must be submitted via PRISM, hand delivered or postmarked to IAC by May 1, 2006, except for the Washington Wildlife and Recreation Program – **State Parks category applications, which are due April 3, 2006.** Refer to the grant program schedules or checklists beginning on page 24 for further deadline information.

A *complete* grant application consists of:

Submittal of application information via PRISM (recommended) or the completed blank forms in this booklet and its attachments. We ask your cooperation in fully completing this information by the application due date.

PRISM allows applicants to attach maps, photos, and other scanned or electronic documents to their applications. See “PRISM Attachments” page 10 for further information. You may also refer to Manual #22, *Using Prism*.

Maps. Applicants must submit separate maps detailing a project’s regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.

- a. ***Regional location map*** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc. so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations.
- b. ***Site location map*** – Shows the specific location of your project. This map must show the project in relation to local roadways, landmarks, etc. If possible, show the boundaries of your site on the map. The street maps found in many local phone books make good site location maps for local community projects. National forest and park maps make good site location maps for some projects. Maps for education and enforcement projects should show the specific areas where patrols will occur.
- c. ***Service Area Map*** – These maps vary depending on the type of project submitted.
 - i. For projects serving **local** populations (such as a county park,

medium-sized lake, neighborhood trail, or small gun club), the service area is often the area from which approximately 80 percent of the users will come. On the map, mark the service area boundary; identify the worksite, and all existing opportunities of the type in the application (e.g. parks of a similar scope, trails, campgrounds, boat ramps, handgun ranges, etc.).

- ii. For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show the worksite and existing opportunities within the general vicinity of the project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.

Site Plans and Parcel Maps.

- a. **Acquisition Projects.** *Submit one copy* of the parcel map and conceptual site plan.
- b. **Development Projects.** *Submit one copy* of the site plan.
- c. **Education and Maintenance Projects.** *Submit one copy* of a plan or map that shows the scope of the project and the trails and/or facilities to be maintained.
- d. **Non-Capital Planning Projects for Boating Facilities.** *Submit one copy* of the existing or conceptual site plan.
- e. **Other Planning Projects.** *Submit one copy* of a plan or map that details the scope of the planning project.

Visuals (optional). *Submit* visuals that help describe your project: photos, drawings, charts, graphs, etc. IAC staff and evaluators use visuals as an aid in better understanding your proposal. National Recreational Trails Program applicants are asked to limit their visuals to no more than two single sided (or one double sided) 8½ x 11” page or two PowerPoint® slides.

Graphics Required for Project Review and Evaluation

Graphics. Graphics are the images used in the project review and evaluation meetings to augment the verbal responses during the project presentation. Most graphics should be ready to show at the project review meeting. On evaluation day, applicants must include the following images in a PowerPoint® presentation *and* any related notes, speaking points, or scripts.

- a. **Location.** Regional and site location maps (see “Maps,” above, for further information).
- b. **Service Area.** A graphic showing the project’s service area (see “Maps,” above, for further information).
- c. **Aerial and Ground Level Views.** A slide that clearly shows the worksite or property proposed for acquisition, development, and/or planning. If both aerial and site plan graphics are provided, it is important that both are oriented in the same direction.
- d. **Parcel Map—Acquisition Projects.** Show the boundaries of the

property to be acquired, identifying bordering land ownerships. This can be illustrated using an aerial photograph with the parcel boundaries outlined.

- e. **Conceptual Site Plan–Acquisition Projects.** Show the general scheme of planned or anticipated property development.
- f. **Site Plan–Development Projects.** Show the entire area to be developed. Distinguish existing and future elements from those proposed in the current project.
- g. **Floor Plan– Development Projects.** Show a schematic plan of any substantial structure (restroom-shower or bathhouse building, breakwater, etc.) proposed under this project.
- h. **Other Graphics–Optional.** Other graphics may be necessary to show the scope of your project: schematic drawing(s), special design features, renderings, plans, natural features, etc.

Minimum graphics requirements:

Microsoft® PowerPoint®, all versions. IAC will provide the computer and data viewer. If you do not have access to PowerPoint® contact your IAC grants manager to discuss options for converting your graphics.

Resolution Required

Resolution – Local Agencies, Native American Tribes, Lead Entities and Non-Profit Organizations. To ensure the governing board supports the project, provide an original or copy of the Authorizing Resolution approving the request for IAC funding assistance. Look for examples of resolutions on the *2006 Grants Workshop CD*.

Evaluation Question Responses

Team Scored Evaluation Question Responses for In-Person

Presentation. IAC strongly recommends that applicants write-out responses to the evaluation questions found in (or as appendices to) the program policy manuals. If requested, IAC staff will critique responses to these questions. To obtain this review, submit a written draft to your IAC grants manager by the date specified in the application checklists beginning on page 24. Applicants must also submit a copy of their presentation narrative on evaluation day.

Team Scored Evaluation Question Responses for the Written Presentation Process.

- a. **Boating Infrastructure Grants Program** applicants must submit written responses to the team-scored evaluation criteria in IAC Manual 12, *Boating Infrastructure Grants Program: Policies & Project Selection*.
- b. **National Recreational Trails Program** applicants must submit written responses to the team-scored evaluation criteria in IAC Manual 16, *National Recreational Trails Program: Policies & Project Selection*. At your request, IAC staff will review or critique your written responses to these questions. Send to your IAC grants manager by the date specified in the application checklist found on page

24. Prepare just **one copy** of your responses in the following formats, and then attach to PRISM:

- (1) Use white, 8½ x 11 inch paper, with 1-inch margins.
- (2) Use a font such as Arial or Times Roman, 12-point size.
- (3) On the top of each page print the applicant and project name, and date written.
- (4) For each question, and in order, print the question's number, followed by the question or title, and then your answer. Each question must have its own separate answer.

General Projects (development/redevelopment and maintenance).

► **Team Scored Evaluation Questions.**

- (1) Submit no more than three single-sided pages.
- (2) ▷ *Do not respond to both* questions #3 and #4; answer #3 applies only to development projects, #4 applies only to maintenance projects.

- c. **Washington Wildlife and Recreation Program – *State Lands Development and State Lands Restoration*** applicants must submit written responses to the team-scored evaluation criteria. Applicants also submit a project narrative (no more than 2 pages) that establishes the performance measures for the project and addresses the elements noted below:

- (1) Need: Why is the project being undertaken?
- (2) Objective: What is to be accomplished during the period of the project pursuant to the stated need? Specify fully what is to be accomplished with the resources provided to implement the proposed project.
- (3) Expected Results and Benefits: How will the project impact the habitat, fish and wildlife resources, and provide public benefits? Provide quantifiable or verifiable resource benefits.
- (4) Approach: How will the objective be attained? Include specific procedures, schedules, key cooperators and respective roles.
- (5) Location: Where will the work be done? For restoration or enhancement projects, describe the habitat type(s) to be affected, and relevant ecosystem/watershed characterization. For development or renovation projects, describe the recreation area and relevant land characteristics

At your request, IAC staff will review or critique your written responses to these questions. Send them to your IAC grants manager by the date specified in the application checklist found on page 24. Prepare just **one copy** of your responses in the following formats, and then attach to PRISM:

- (1) Use white, 8½ x 11 inch paper, with 1-inch margins.
- (2) Use a font such as Arial or Times Roman, 12-point size.

Prior to the technical completion deadline, applicants will also submit responses to the evaluation criteria along with graphics that include maps and photos of the project site. These materials along with project summaries and cost estimates will be provided to the evaluation team.

IAC Staff Scored Evaluation Questions. Do not respond to these questions. They are scored by IAC staff using materials submitted with the application or from information received from other state resources.

**Additional
Evaluation
Materials**

Applicants submit maps, plans, and visuals as part of the application that will be used for evaluation as described below.

1. Each must be on 8 ½ x 11-inch paper.
2. Each must contain only the following items in the order specified:
 - a. Cover page stating applicant name *and* the project name and IAC number
 - b. Regional location map.
 - c. Site location map.
 - d. Service area map.
 - e. Plans or maps as follows—
 - ▶ Development/Restoration Projects – site plan map.
 - ▶ NRTP Education-Maintenance Projects –area map or plan.
 - f. Visuals: a maximum of two single sided (or one double sided) 8½ x 11” pages.

For each project, IAC staff will provide evaluators with the latest Project Summary, Cost Estimate, and your responses to the evaluation criteria. These materials will be put on a CD for evaluators.

**PRISM
Attachments**

Some project materials can only be entered into PRISM via the “Attachments Module” (modem connection should be at least 56k). These include:

- ▶ Application authorization
- ▶ Evaluation question responses
- ▶ Graphics such as plans, maps, photos, and other visuals
- ▶ PowerPoint® presentations (for project evaluations)
- ▶ Resolutions.

The Attachments Module converts documents that are not in a JPG (photo) or PowerPoint® format to a PDF file (such as word processing or spreadsheet files). These documents are then stored in PRISM and accessible by the applicant and IAC grant managers (who may, at times, add other documents as well). For instructions on attaching materials see IAC’s Web site www.iac.wa.gov/iac/docs.htm and open the “Adding Attachments to PRISM Applications” file.

Habitat Applicants Only *WWRP - Habitat Conservation Account Only.* In addition to the materials described above, applicants submitting WWRP habitat projects must also provide the items listed below. For more information on these items, see Appendix B, page 41.

- a. Expanded Project Description. On three pages or less, provide a detailed description of your project. Pages should be typewritten, using single spacing, on 8½ x 11 inch paper, and a 12-point font. At the top of each page, include the name of the applicant, project name, and IAC project number if known.
- b. Species with Special Status. Document the occurrence of species and/or communities with special status by submitting a completed Species and Communities with Special Status Table (page 47). Before evaluation, staff will verify the information on the table. You will have the opportunity to discuss the significance of these species and/or communities in your evaluation presentation (refer to the evaluation criteria, see question #2).

Matching Share Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 37. Please refer to the program policy manuals for minimum match requirements.

Project sponsors may (in some grant programs) improve their evaluation score by contributing a match that exceeds the required minimum.

CHAPTER 3: APPLICATION FORMS

Application Authorization Memorandum

TO: Interagency Committee for Outdoor Recreation (IAC)
PO Box 40917
Olympia, Washington 98504-0917

FROM: _____
(name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc., may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(Signature) (Date)

Application Information [**PRISM Tab 1**]

Please choose **1** program, **1** project type, and **1** category when applicable. Carefully review program policy materials before making your selection.

Project Name

Program & Project Type

Aquatic Lands Enhancement Account

- ☐ Acquisition (A)
- ☐ Development (D)
- ☐ Combined (Acquisition and Development/Restoration) (C)
- ☐ Restoration (R)

Boating Facilities Program - Category () *Local* or () *State*

- ☐ Acquisition (A)
- ☐ Development (D)
- ☐ Combined (Acquisition and Development) (C)
- ☐ Planning and Acquisition (P)
- ☐ Non-Capital (Planning) (N)

Boating Infrastructure Grant Program - Category () *Tier 1* or () *Tier 2*

- ☐ Development (D)
- ☐ Education (E)

Land and Water Conservation Fund Program

- ☐ Acquisition (A)
- ☐ Development (D)
- ☐ Combined (Acquisition and Development) (C)

National Recreational Trails Program - Category () *General* or () *Education*

- ☐ Development (D)
- ☐ Education (E)
- ☐ Maintenance and Operation (M)

Nonhighway and Off-Road Vehicle Activities Program

Category - () *Nonhighway Road* () *Nonmotorized* or () *Off-Road Vehicle*

- ☐ Acquisition (A)
- ☐ Development (D)
- ☐ Combined (Acquisition and Development) (C)
- ☐ Maintenance and Operation (M)
- ☐ Non-Capital (Planning) (N)

Washington Wildlife and Recreation Program

Category - () *Critical Habitat* () *Farmland Preservation* () *Local Parks* () *Natural Areas* () *Riparian Protection* () *State Lands Development* () *State Lands Restoration* () *State Parks* () *Trails* () *Urban Wildlife* or () *Water Access*

- ☐ Acquisition
- ☐ Development (D)
- ☐ Combined (Acquisition and Development/Restoration) (C)
- ☐ Restoration (R)

Project Sponsor (Applicant Organization) Information [PRISM Tab 1]**Complete one for each sponsor.**

Organization Name

Organization Type (check one)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> City/Town | <input type="checkbox"/> K-12 Education | <input type="checkbox"/> Open Space | <input type="checkbox"/> Private Entity |
| <input type="checkbox"/> County | <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Parks Dept | <input type="checkbox"/> Public Utility District |
| <input type="checkbox"/> Engineering / Public Works | <input type="checkbox"/> Native American Tribe | <input type="checkbox"/> Park District | <input type="checkbox"/> State Agency |
| <input type="checkbox"/> Federal Agency | <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> Port District | |

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email

Website

Contact Person [PRISM Tab 1]**Complete one for each contact.**Mr. ☐ Ms. ☐ First Name Last Name

Title

Contact Type (all projects require a "Project Manager" contact)

- | | | |
|--|-------------------------------------|---|
| <input type="checkbox"/> Project Manager | <input type="checkbox"/> Attorney | <input type="checkbox"/> Engineer/Architect |
| <input type="checkbox"/> Alternate Project Manager | <input type="checkbox"/> Billing | <input type="checkbox"/> Land Specialist |
| <input type="checkbox"/> Agreement | <input type="checkbox"/> Consultant | <input type="checkbox"/> Planner |

Contact Mailing Address

Address

City/Town

State, Zip

Work Phone

FAX

Other Phone

Email

Description of Project [PRISM Tab 2]

This description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. *Please edit it carefully – ask someone to review it.* Be clear, concise and thorough. Simply state your project objectives and anticipated results/benefits. Additional information may include: partnerships groups and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

QUICK REFERENCE GUIDE FOR PRISM TAB 3 - FUNDING REQUEST			
Grant Program and Category	Minimum Request	Maximum Request	Minimum Match Required
Aquatic Lands Enhancement Account	-	\$1,000,000 (Acq/Comb) \$500,000 (Dev/Rest)	50%
Boating Facilities Program	-	\$1,000,000	25% (locals/tribes)
Boating Facilities Program – Non-capital (Planning) projects	-	\$200,000 or 20% of estimated construction (whichever is less)	25%
Boating Infrastructure Grant – Tier 1	\$5,000	\$95,000	25%
Boating Infrastructure Grant – Tier 2	\$100,001	No limit	25%
Land and Water Conservation Fund	\$25,000	\$500,000	50%
National Recreational Trails – Education	\$5,000	\$50,000	20% (5% non-federal)
National Recreational Trails - General	\$5,000	\$10,000	20% (5% non- federal)
Nonhighway and Off-road Vehicle Activities - Nonhighway Road	-	\$100,000 (\$50,000 M&O projects)	-
Nonhighway and Off-road Vehicle Activities – Nonmotorized	-	\$100,000 (\$50,000 M&O projects)	-
Nonhighway and Off-road Vehicle Activities – Off-Road Vehicle	-	No limit (\$100,000 M&O projects)	-
Washington Wildlife and Recreation Program – Critical Habitat, Natural Areas, State Parks, Trails, Urban Wildlife Habitat, and Water Access	-	No limit	50% (locals/tribes)
Washington Wildlife and Recreation Program – Farmland Preservation	-	\$750,000	50%
Washington Wildlife and Recreation Program – Local Parks	-	\$300,000 (Dev) \$500,000 (Acq/Comb)	50% (locals/tribes)
Washington Wildlife and Recreation Program – Riparian Protection	\$25,000	\$1,000,000	50% (locals/tribes/lead entities)
Washington Wildlife and Recreation Program – State Lands Development	\$25,000	\$250,000	-
Washington Wildlife and Recreation Program – State Lands Enhancement	\$25,000	\$1,000,000 \$500,000 (Multi-Site)	-

Funding Request [**PRISM Tab 3**]

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match (check program policies for minimum match requirements)*

Appropriation/Cash	\$ _____
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ _____
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ _____
Donated Land	\$ _____
Donated Materials	\$ _____
Donated Property Interest	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Federal	\$ _____
Grant - Other	\$ _____
Grant - Private	\$ _____
Grant - State	\$ _____
Grant - State IAC	\$ _____
Levy - Voter Approved	\$ _____
Local Improvement Dist (LID)	\$ _____

B. Total for Sponsor \$ _____ (B)

C. IAC Funding Request (grant requested)* \$ _____ (C)

- **A = B + C.** Total Project Cost is the grant request plus the sponsor match.
- "A" *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), on PRISM Tabs 4 and 5, *before* completing the funding request.

The "Total Project Cost" ("A") must equal the total from the Cost Estimates.

***Carefully review program policies for grant limits and match requirements.**
(The chart on the previous page is provided as a reference.)

Acquisition Information and Property Details (Cost Estimates) [PRISM Tab 4]				
	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership (land/improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes				
Appraisal and review				
Baseline Inventory				
Closing				
Demolition				
Easement – access				
Easement – conservation				
Easement – other				
Easement – trail				
Fencing				
Hazardous substances assessment				
Improvements & structures				
Land				
Lease				
Lease – CREP				
Noxious weed control				
Other (specify:)				
Recording fees				
Relocation				
Rights – agriculture				
Rights – development				
Rights – mineral				
Rights – timber				
Rights – water				
Rights – other				
Signing				
Survey				
Title reports/insurance				
Wetland delineation				
Column Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

Land Characteristics [**PRISM Tab 7**]

Acreage Type	Existing Acres	Acres to be Acquired	Acres to be Developed	Acres to be Renovated	New Total
Lake					
Riparian lands					
Tidelands					
Uplands					
Wetlands					
Waterfront Type	Existing Front Feet	Front Feet to be Acquired	Front Feet to be Developed	Front Feet to be Renovated	New Total
Lake					
River					
Salt					
Stream/Creek					
Trail Miles	Trail Miles to be Acquired	Trail Miles to be Developed	Trail Miles to be Renovated		
Trail Miles					
Land Comments (Limited to 250 characters, including spaces. Use this box to provide information about your project area/work site. Comments must be pertinent to the specific grant program referenced in this application)					

Location Information [PRISM Tab 9]
Provide directions that will enable IAC staff to find the project.
Current landowner(s) of the site - federal, state, local, private, tribe, etc. – required. (Name and address – optional)

Permits Required [**PRISM Tab 10**]

(Check the appropriate boxes to indicate required and/or anticipated permits.)

Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge Fill (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or
on the Internet at
www.ecy.wa.gov/programs/sea/pac.**

NOVA & NRTP Use Type [PRISM Tab 11]**Nonhighway Road, Nonmotorized, Off-Road Vehicle**

Under "Use," check each activity the project will serve. The "Primary Management Objective" column applies only to acquisition, development, maintenance, and planning projects. PMO is defined in the NOVA and NRTP program manuals and generally means the main use for which a facility is managed. Not all projects have a PMO. A facility's PMO must be communicated to users; it does not mean that uses not targeted in the PMO are prohibited.

Use Type	Use ✓ if Yes	Primary Mgmt. Objectives ✓ if Yes
4 X 4		
ATV		
Fish		
Gather (berries, firewood, etc.)		
Hike		
Horse		
Hunt		
In-Line Skate		
Motorcycle		
Mountain Bike		
Other Nonmotorized		
Sightseeing (wildlife viewing, driving for pleasure, etc.)		
Urban Nonmotorized		
Water Trail		
X-Country Ski		

NOVA & NRTP Facility Acres / Trail Miles [PRISM Tab 11]**Nonhighway Road, Nonmotorized, Off-Road Vehicle**

Enter any trail-related acres and/or miles to be funded.

Project Type - Item	Facility Acres	Trail Miles
Development Project or Combination (acquisition & development) Project		
Survey, Design, Planning		
Development / Renovation		
Maintenance Project		
Maintenance		
Non-Capital / Planning & Acquisition Project		
Survey, Design, Planning		

NOVA & NRTP Duration: Maintenance Projects [PRISM Tab 11]**Nonhighway Road, Nonmotorized, Off-Road Vehicle**

Applicants submitting maintenance projects must answer this question.

	One Year (✓)	Two Years (✓)
Is the funding request for this project for one or two consecutive years?		

GRANT PROGRAM CHECKLISTS

<h2 style="text-align: right; margin: 0;">Aquatic Lands Enhancement Account</h2> <h3 style="text-align: right; margin: 0;">Application Checklist</h3>		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 <ul style="list-style-type: none"> ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person 	<i>Note: PRISM Tabs 6 & 11 are not used for this grant program.</i>
	PRISM Tab 2 <ul style="list-style-type: none"> ▶ Description of Project 	
	PRISM Tab 3 <ul style="list-style-type: none"> ▶ Funding Request, Sponsor Match Amount and Source 	
	PRISM Tab 4 <ul style="list-style-type: none"> ▶ Acquisition Information and Property Details (cost estimates for acquisition projects only) 	
	PRISM Tab 5 <ul style="list-style-type: none"> ▶ Non-Acquisition Information (cost estimates for development or restoration projects) 	
	PRISM Tab 7 <ul style="list-style-type: none"> ▶ Acreage Type ▶ Waterfront Type ▶ Trail Miles ▶ Land Comments 	
	PRISM Tab 8 <ul style="list-style-type: none"> ▶ Application Questionnaire 	
	PRISM Tab 9 <ul style="list-style-type: none"> ▶ Location Information / Driving Directions 	
	PRISM Tab 10 <ul style="list-style-type: none"> ▶ Permits Required 	
	Maps (location & service area)	
	Plans (site plans & parcel maps)	

Aquatic Lands Enhancement Account Application Checklist		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Visuals	
	Graphics for Project Review Meeting (Due <u>3</u> days before the review meeting.)	
	Authorizing Resolution – (Local agencies)	Due - Technical Completion Deadline
	Evaluation Question Responses for IAC Staff Review	Due - Technical Completion Deadline
	Graphics for Evaluation (Due <u>3</u> days before evaluation.)	
	Evaluation Presentation Script	Due - Evaluation Day

<h2 style="text-align: right;">Boating Facilities Program</h2> <h3 style="text-align: right;">Application Checklist</h3>		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 <ul style="list-style-type: none"> ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person 	<i>Note: PRISM Tabs 6 & 11 are not used for this grant program.</i>
	PRISM Tab 2 <ul style="list-style-type: none"> ▶ Description of Project 	
	PRISM Tab 3 <ul style="list-style-type: none"> ▶ Funding Request, Sponsor Match Amount and Source 	
	PRISM Tab 4 <ul style="list-style-type: none"> ▶ Acquisition Information and Property Details (cost estimates for acquisition projects only) 	
	PRISM Tab 5 <ul style="list-style-type: none"> ▶ Non-Acquisition Information (cost estimates for development or planning projects) 	
	PRISM Tab 7 <ul style="list-style-type: none"> ▶ Acreage Type ▶ Waterfront Type ▶ Trail Miles ▶ Land Comments 	
	PRISM Tab 8 <ul style="list-style-type: none"> ▶ Application Questionnaire 	
	PRISM Tab 9 <ul style="list-style-type: none"> ▶ Location Information / Driving Directions 	
	PRISM Tab 10 <ul style="list-style-type: none"> ▶ Permits Required 	
	Maps (location & service area)	
	Plans (site plans & parcel maps)	

<h2 style="text-align: right; margin: 0;">Boating Facilities Program</h2> <h3 style="text-align: right; margin: 0;">Application Checklist</h3>		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Visuals	
	Graphics for Project Review Meeting (Due <u>3</u> days before the review meeting.)	
	Authorizing Resolution – (Local agencies)	Due - Technical Completion Deadline
	Evaluation Question Responses for IAC Staff Review	Due - Technical Completion Deadline
	Graphics for Evaluation (Due <u>3</u> days before evaluation.)	
	Evaluation Presentation Script	Due - Evaluation Day

<h2 style="text-align: right; margin: 0;">Boating Infrastructure Grant</h2> <h3 style="text-align: right; margin: 0;">Application Checklist</h3>		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006.		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person	<i>Note: PRISM Tabs 4, 6, 7, & 11 are not used for this grant program.</i>
	PRISM Tab 2 ▶ Description of Project	
	PRISM Tab 3 ▶ Funding Request, Sponsor Match Amount and Source	
	PRISM Tab 5 ▶ Non-Acquisition Information (cost estimates for development or education projects)	
	PRISM Tab 8 ▶ Application Questionnaire	
	PRISM Tab 8 ▶ Application Questionnaire	
	PRISM Tab 9 ▶ Location Information / Driving Directions	
	PRISM Tab 10 ▶ Permits Required	
	Maps (location & service area)	
	Plans (site plans & parcel maps)	
	Visuals	
	Authorizing Resolution – (Local agencies)	
	Evaluation Question Responses	
	Program Narrative (Tier 2 grants <u>only</u>)	

Land and Water Conservation Fund

Application Checklist

Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 <ul style="list-style-type: none"> ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person 	<i>Note: PRISM Tabs 6 & 11 are not used for this grant program.</i>
	PRISM Tab 2 <ul style="list-style-type: none"> ▶ Description of Project 	
	PRISM Tab 3 <ul style="list-style-type: none"> ▶ Funding Request, Sponsor Match Amount and Source 	
	PRISM Tab 4 <ul style="list-style-type: none"> ▶ Acquisition Information and Property Details (cost estimates for acquisition projects only) 	
	PRISM Tab 5 <ul style="list-style-type: none"> ▶ Non-Acquisition Information (cost estimates for development projects) 	
	PRISM Tab 7 <ul style="list-style-type: none"> ▶ Acreage Type ▶ Waterfront Type ▶ Trail Miles ▶ Land Comments 	
	PRISM Tab 8 <ul style="list-style-type: none"> ▶ Application Questionnaire 	
	PRISM Tab 9 <ul style="list-style-type: none"> ▶ Location Information / Driving Directions 	
	PRISM Tab 10 <ul style="list-style-type: none"> ▶ Permits Required 	
	Maps (location & service area)	
	Plans (site plans & parcel maps)	

<div style="text-align: right;"> Land and Water Conservation Fund Application Checklist </div>		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Visuals	
	Graphics for Project Review Meeting (Due <u>3</u> days before the review meeting.)	
	Authorizing Resolution – (Local agencies)	Due - Technical Completion Deadline
	Evaluation Question Responses for IAC Staff Review	Due - Technical Completion Deadline
	Graphics for Evaluation (Due <u>3</u> days before evaluation.)	
	Evaluation Presentation Script	Due - Evaluation Day

National Recreational Trails Program

Application Checklist

Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 <ul style="list-style-type: none"> ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person 	
	PRISM Tab 2 <ul style="list-style-type: none"> ▶ Description of Project 	
	PRISM Tab 3 <ul style="list-style-type: none"> ▶ Funding Request, Sponsor Match Amount and Source 	
	PRISM Tab 5 <ul style="list-style-type: none"> ▶ Non-Acquisition Information (cost estimates for development, maintenance and education projects) 	
	PRISM Tab 7 <ul style="list-style-type: none"> ▶ Acreage Type ▶ Waterfront Type ▶ Trail Miles ▶ Land Comments 	
	PRISM Tab 8 <ul style="list-style-type: none"> ▶ Application Questionnaire 	
	PRISM Tab 9 <ul style="list-style-type: none"> ▶ Location Information / Driving Directions 	
	PRISM Tab 10 <ul style="list-style-type: none"> ▶ Permits Required 	
	PRISM Tab 11 <ul style="list-style-type: none"> ▶ User and Facility Information 	<i>Note: PRISM Tabs 4 and 6 are not used for this grant program.</i>
	Maps (location & service area)	
	Plans (site plans & parcel maps)	
	Visuals	
	Authorizing Resolution – (Local agencies)	Due -Technical Completion Deadline
	Evaluation Question Responses	Due -Technical Completion Deadline

Nonhighway and Off-road Vehicle Activities

Nonhighway Road, Nonmotorized, and Off-road Vehicle Categories

Application Checklist

Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 <ul style="list-style-type: none"> ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person 	
	PRISM Tab 2 <ul style="list-style-type: none"> ▶ Description of Project 	
	PRISM Tab 3 <ul style="list-style-type: none"> ▶ Funding Request, Sponsor Match Amount and Source 	
	PRISM Tab 4 <ul style="list-style-type: none"> ▶ Acquisition Information and Property Details (cost estimates for acquisition projects only) 	
	PRISM Tab 5 <ul style="list-style-type: none"> ▶ Non-Acquisition Information (cost estimates for development, maintenance, or planning projects) 	
	PRISM Tab 7 <ul style="list-style-type: none"> ▶ Acreage Type ▶ Waterfront Type ▶ Trail Miles ▶ Land Comments 	
	PRISM Tab 8 <ul style="list-style-type: none"> ▶ Application Questionnaire 	
	PRISM Tab 9 <ul style="list-style-type: none"> ▶ Location Information / Driving Directions 	
	PRISM Tab 10 <ul style="list-style-type: none"> ▶ Permits Required 	
	PRISM Tab 11 <ul style="list-style-type: none"> ▶ User and Facility Information 	
	Maps (location & service area)	<i>Note: PRISM Tabs 6 is not used for this grant program.</i>
	Plans (site plans & parcel maps)	

Nonhighway and Off-road Vehicle Activities

Nonhighway Road, Nonmotorized, and Off-road Vehicle Categories

Application Checklist

Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted.		
	Visuals	
	Authorizing Resolution – (Local agencies)	Due -Technical Completion Deadline
	Evaluation Question Responses for IAC Staff Review	Due -Technical Completion Deadline
	Graphics for Evaluation (Due <u>3</u> days before evaluation.)	
	Evaluation Presentation Script	Due - Evaluation Day

<h2 style="text-align: center; color: green;">Washington Wildlife and Recreation Program</h2> <h3 style="text-align: center; color: green;">Application Checklist (page 1 of 2)</h3>		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted. ¹		
	Application Authorization Memo (with original signature)	
	PRISM Tab 1 <ul style="list-style-type: none"> ▶ New Project Application Wizard Information ▶ Project Sponsor (Organization) Information ▶ Contact Person 	<i>Note: PRISM Tabs 6 & 11 are not used for this grant program.</i>
	PRISM Tab 2 <ul style="list-style-type: none"> ▶ Description of Project 	
	PRISM Tab 3 <ul style="list-style-type: none"> ▶ Funding Request, Sponsor Match Amount and Source 	
	PRISM Tab 4 <ul style="list-style-type: none"> ▶ Acquisition Information and Property Details (cost estimates for acquisition projects only) 	
	PRISM Tab 5 <ul style="list-style-type: none"> ▶ Non-Acquisition Information (cost estimates for development or restoration projects) 	
	PRISM Tab 7 <ul style="list-style-type: none"> ▶ Acreage Type ▶ Waterfront Type ▶ Trail Miles ▶ Land Comments 	
	PRISM Tab 8 <ul style="list-style-type: none"> ▶ Application Questionnaire 	
	PRISM Tab 9 <ul style="list-style-type: none"> ▶ Location Information / Driving Directions 	
	PRISM Tab 10 <ul style="list-style-type: none"> ▶ Permits Required 	
	Maps (location & service area)	
	Visuals	
	Plans (site plans & parcel maps)	

¹ State Parks category applications are due April 1, 2006.

Washington Wildlife and Recreation Program Application Checklist (page 2 of 2)		
Check Items provided	Items Requested	Applicant Comments
All items are due May 1, 2006 unless otherwise noted. ¹		
	City/County Review of Acquisition	
	Expanded Project Description (HCA only)	
	Project Narrative (State Lands categories only)	
	Species with Special Status Table (HCA only)	
	Graphics for Project Review Meeting (Due <u>3</u> days before the review meeting.)	
	Authorizing Resolution – (Local agencies)	Due - Technical Completion Deadline
	Evaluation Question Responses for IAC Staff Review	Due - Technical Completion Deadline
	Evaluation Question Responses (State Lands category final responses)	Due - Technical Completion Deadline
	Graphics for Evaluation (Due <u>3</u> days before evaluation.)	
	Evaluation Presentation Script	Due - Evaluation Day

¹ State Parks category applications are due April 1, 2006.

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate—hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Livestock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune-ups, and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Professional and technical personnel, consultants, and other skilled and unskilled workers may furnish labor.
3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$12.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting <http://www.iac.wa.gov/oiaclinks.htm> ("Grant Application Resource Links").
5. Classification. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization workstation, whichever is closer to the work site.
7. Travel Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

Donated Real Property

1. Definition—The transfer of privately owned real property to the project applicant at no cost.
2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.

3. The donation must consist of real property (land and improvements), which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3, *Acquiring Land: Policies*.
4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.

Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

Donated Materials

1. Definition—Materials provided to the project applicant for no cost.
2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor

Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amounts the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker (inmate) is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.

Force Account Description

Force account occurs when sponsors use their own labor, equipment, or materials for a project. The value contributed to the project cannot be used for another Board project.

Force Account Labor

Force account labor occurs when a project sponsor's employee works on the project where the tasks are *directly related* to the funded project. The value assigned is the employee's regular rate of pay, including benefits.

Municipalities should be aware of regulations, such as RCW 35.23.352, that place a dollar limit on force account activities.

**Force Account
Equipment**

Force account equipment occurs when sponsor-owned equipment is used on the project. The valuation of the equipment may not exceed that which is determined from the sponsor's records to be the actual cost to use the equipment.

**Force Account
Materials**

Force account materials occur when sponsor-owned materials are used on the project. The valuation of the materials may not exceed that which is determined from the sponsor's records to be the actual cost of the materials.

Appendix B: WWRP Habitat Categories – Additional Instructions

INTRODUCTION

In addition to the standard application materials, applicants for Washington Wildlife and Recreation Program – *Habitat Category* funding must also submit items described on pages 11 and 47. This includes the:

- ▶ Expanded Project Description, and
- ▶ Species and Communities With Special Status Table.

These items will be included in the evaluation packets along with a Project Summary, Cost Estimates, and the Site Map. To assist in preparation for the evaluation meeting, additional instructions on materials needed and expectations for evaluation are described here.

DATA SOURCES

Review the instructions for the Species and Communities with Special Status Table, page 43. To gather data for completing the Table, applicants should contact the Department of Fish and Wildlife (regarding habitat and wildlife species) and the Department of Natural Resources (regarding plants). Data request forms for these agencies are on pages 48 and 49. The data forms and/or questions concerning the status of your request must be directed to the appropriate agency. Addresses and phone numbers are on the forms. Please do not send the forms to IAC, as that will only delay receipt of the information needed to complete your Table.

PROJECT PRESENTATIONS

Presentation Format. Project presentations will be delivered to an interdisciplinary team of evaluators. Applicants will be assigned a 30-minute block of time for presentations. A maximum of 20 minutes will be allowed for the actual presentation and an additional 10 minutes will be available for questions by evaluators and to transition between presenters (setup/remove slides, equipment, etc.).

Applicants use the following presentation format:

- ▶ Electronic format that is compatible with IAC's data viewer (e.g. PowerPoint®). Please indicate if you plan to bring your own laptop computer with your presentation pre-loaded or if you will provide a disk.

When you receive your presentation schedule, contact IAC immediately to indicate which format(s) you plan to use.

WORK SITE INFORMATION

On your maps and graphics, clearly identify the project area and/or work site.

What is a “Work Site”? Each project is unique in geographic location, size, habitat quality and function, and value for the target species/communities. Defining a work site can be a difficult task, especially if the proposed acquisition includes multiple parcels or is part of a phased acquisition program. Applicants must clearly define their work site for evaluators in terms of ecological function and by geographic/legal description. General definitions and examples are provided below to determine how to classify your work site(s).

A Project is defined as your proposal to acquire land, protect and restore habitat, etc.

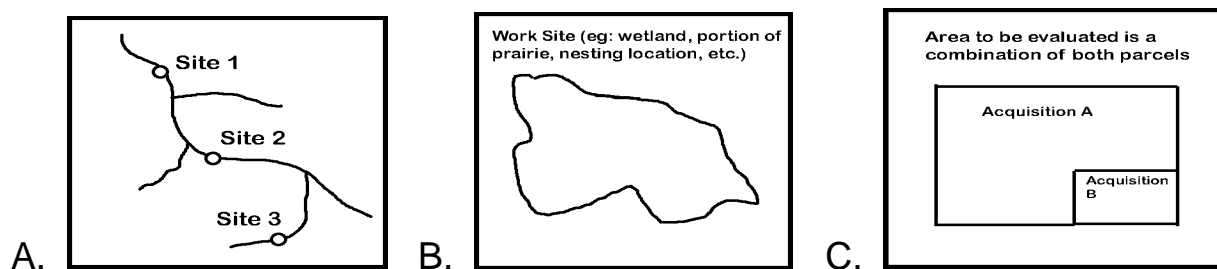
A Work Site is the geographic area or areas where ecological processes and/or biological functions support target species and communities, and which provide the best chance for successful long term viability of those species. Each project has at least one “work site” that may be included in a larger “project area”.

A Project Area is the general geographic location where the project will take place. The project area is the larger area that supports, or has the potential to support the resources to be protected. Project work sites are specific parcel(s) within the project area. For example, your *project area* may be the Lower Dungeness River, or NE Douglas County Shrub-steppe habitat, and acquisition parcels or *work sites* are identified within that geographic area.

Below are different work site examples. Your project may be different from these examples. It is important to clearly define what work sites the evaluators are being asked to evaluate and score, and to also define the larger project area.

- A. Multiple work sites may or may not be contiguous within a project area. For example, your project area may be the *Lower Snohomish* River with work sites (riparian acquisitions) at different stream reaches.
- B. If your project is a new acquisition of a very discrete property containing a rare animal species, it may not be necessary to identify a project area, but rather just identify the work site itself by name (i.e., Snoqualmie Bog).
- C. The proposal may be to acquire additional land as a phased effort to build upon a previous acquisition or existing protected area (e.g., purchasing a remaining parcel within an already established Urban Wildlife Area). In this case, the work site to be evaluated is the entire area (all phases), including the proposed new purchase.

(See examples of graphics on the following page.)



EVALUATION CRITERIA Applicants must respond to the evaluation criteria provided as a supplement to IAC Manual #10, *Washington Wildlife & Recreation Program: Policies and Project Selection*.

- ▶ *Critical Habitat Category*
- ▶ *Natural Areas Category*
- ▶ *Urban Wildlife Habitat Category*

Evaluators will use this criterion to score each project. The criteria contain elements (**bolded, CAPITALIZED**) that applicants must address in their presentation. Below each element are questions and statements to help clarify the element and guide applicants in developing their project presentation. Applicants may think of other ways to appropriately describe their project. The elements are not scored individually, rather, they are scored in the context of the project description, and so it is in the applicant's best interest to emphasize the important attributes of the project. Listed elements are in no particular order of importance.

In addition to using the criteria as a basis for the presentation, applicants may also consider using the criteria to develop the three-page expanded project description.

SPECIAL STATUS TABLE

The instructions and table for the *Species and Communities with Special Status* follow on the next two pages.

EVALUATION AND CLARITY OF INTENTIONS

Most applicants seeking WWRP land acquisition grants identify the specific parcel(s) of land that they wish to purchase. Occasionally, however, an applicant will target an area that includes a larger number of parcels with the stated intention of acquiring only a portion of them. This is most common for state agency acquisition of habitat land. The parcels that are ultimately acquired typically depend on which landowner negotiations are successful and how far the agency can stretch the available funding. In most cases, the acquired parcels have been contiguous with one another or contiguous with existing conservation land.

When the Legislature approves WWRP project lists, some legislators want specific information about what property will be acquired. Likewise, communities near the proposed purchase (and their elected officials) sometimes want more certainty about what private land will become publicly owned and what it will cost.

Agencies acquiring land, especially for habitat purposes, have been clear that they need a certain amount of flexibility in targeting acquisitions.

In an attempt to address this issue, the IAC board approved the following approach for multi-site acquisitions:

1. Grant applicants identify all parcels targeted for possible acquisition. If this is not feasible, applicants should identify a geographic envelope containing all parcels to be considered.
2. If possible, proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate that siting the project anywhere within a geographic envelope will be effective in achieving the goals of the project.
3. Projects targeting acquisitions in more than one geographic envelope or containing non-contiguous parcels may be requested by IAC staff to be submitted as separate grant applications
4. Applicants provide an *Acquisition Strategy* in their application. The strategy should show how the agency will approach selecting parcels to pursue and what will be done if negotiations are not successful. The acquisition strategy should be justified scientifically.
5. During the evaluation of the grant proposal, evaluators may recommend that the IAC place conditions on a project to ensure there is not a significant scope change resulting from acquiring parcels with lower conservation values as identified in the *Acquisition Strategy*.
6. If the sponsor anticipates that the project may have opposition from the community or local elected officials, the sponsor should work with concerned parties to resolve concerns.

MULTI-SITE ACQUISITION STRATEGY

Typically, applicants submitting habitat or riparian acquisition projects identify the specific parcel(s) of land they wish to purchase. Occasionally, however, an applicant will target an area that includes a larger number of parcels with the stated intention of acquiring only a portion of them. The Multi-Site Acquisition Strategy is designed to give clarity to elected officials, the public, WWRP evaluation teams, and IAC's board on what properties will be acquired, while maintaining flexibility for agencies to acquire the highest priority habitat lands.

- ▶ Grant applicants should identify all parcels targeted for possible acquisition. If this is not feasible, would create a hardship for targeted landowners, or would jeopardize potential acquisitions, applicants may instead identify a geographic envelope containing all parcels to be considered.
- ▶ Proposed parcels should be contiguous with one another or contiguous with property currently protected through public or nonprofit ownership. Parcels may be non-contiguous if applicants can demonstrate that siting the project anywhere within a geographic envelope will be effective in achieving the goals of the project.

-
- ▶ IAC staff may request that projects targeting acquisitions in more than one geographic envelope or containing non-contiguous parcels be submitted as separate grant applications. Staff shall consider the distance between geographic envelopes or non-contiguous parcels, political jurisdictions involved, similarity of ecological features, and difficulty in evaluation in making their determination.
 - ▶ **Applicants must provide an acquisition strategy in their application.**
The strategy should show how the agency will approach selecting parcels to pursue and what will be done if negotiations are not successful. The acquisition strategy should be justified based on factors including ecological significance, threat, access, land management issues, real estate issues, degree of completion of the site, location of parcels previously acquired, and landowners.
 - ▶ During the evaluation of the grant proposal, evaluators may recommend that the IAC place conditions on a project to ensure there is not a significant scope change resulting from acquiring parcels with lower conservation values.
 - ▶ If the sponsor anticipates that the project may have opposition from the community or local elected officials, the sponsor should work with concerned parties to resolve concerns as soon as possible.

Instructions: Species and Communities with Special Status Table

Species and Communities With Special Status Table. Complete and submit the table on page 47. This is a required part of the application. Staff will verify the information and evaluators will be given a copy of the table along with the other project materials. This table relates directly to Evaluation Question #2, Species and Communities with Special Status, with emphasis on the significance of the species. As part of the presentation, applicants must describe the significance information to evaluators for scoring.

Species, Community or Habitat Type. List each species, community, or habitat type with special status present in your project area or work site.

Occurrence. For special status animal species, indicate whether the occurrence of the species at the site is *breeding, feeding, migration, resting, perching, roosting, wintering, rearing, spawning, year-round resident, individual occurrence, or unknown*. For special status plant species, communities or habitat types, enter "N/A" in the occurrence column.

Status and Source. Indicate the status of the species and the source from which you obtained the information. Federal and state status and source information follows:

Federally Listed Species:

- Resident fish and wildlife—Endangered Species Office, Lacey (360) 753-9440
- Pacific salmon species—National Marine Fisheries Service; www.noaa.gov/

State Listed Species and Candidate Species:

- Endangered Species Section, WDFW, (360) 902-2515; www.wa.gov/wdfw/wildlife.htm

Priority Habitats and Species:

- Priority Habitat and Species Program, WDFW, (360) 902-2543; www.wa.gov/wdfw/habitat.htm

State Listed Plant Species and Communities:

- Natural Heritage Program, DNR (360) 902-1667; www.wa.gov/dnr/

IAC WILL PROVIDE DATA REQUEST FORMS FOR BOTH STATE DATABASES. IF YOUR INFORMATION CAME FROM A SOURCE OTHER THAN THESE (SUCH AS A CONSULTANT OR LOCAL BIOLOGIST), PLEASE INDICATE ON YOUR FORM.

Federal Status		State Status	
FE	Endangered	SE	State endangered
FT	Threatened	ST	State threatened
FP	Proposed for threatened or endangered	SS	State sensitive
FC	Candidate for listing status review	SC	Candidate for listing status review
FSC	Species of concern	PS	Priority Species, non-listed but vulnerable
		PH	Priority Habitat
		P1, P2, P3	Priority 1, Priority 2, and Priority 3 (plants)

Example Table:

Species, Community or Habitat Type	Occurrence	Status	Source
Douglas fir/Western hemlock/sword fern community	N/A	P 2	DNR – WNHP
Brown Pelican	foraging, resting	FE, SE	WDFW – PHS
Thompson's Clover	N/A	P 2	DNR – WNHP
Chinook Salmon	rearing	FE	NMFS; SSHIAP *
Western Pond Turtle	year-round resid't	FSC, SE	USFWS; Consultant
Riparian Area	N/A	PH	WDFW – PHS

* SSHIAP Salmon and Steelhead Habitat Inventory and Assessment Program (NW Indian Fisheries Commission /WDFW)

[illegible]

Date: _____

Check one: ☐ Critical Habitat ☐ Natural Areas ☐ Urban Wildlife Habitat

[illegible]



Priority Habitats and Species Map

INSTRUCTIONS

Please complete this order form to request maps that contain the location of species and habitats as outlined in the IAC Washington Wildlife and Recreation Program (WWRP) Grant Application. Return order form to:

Washington Department of Fish and Wildlife
Habitat Program, Priority Habitats and Species
600 Capitol Way North
Olympia Washington 98501-1091

or Fax to (360) 902-2946

The time it takes to fill requests is generally four weeks. Planning ahead will ensure that fish and wildlife information will be incorporated into your project. Potential requesters should closely examine their needs and limit requests to maps they are reasonably certain they can use. This will help us to meet the numerous requests in a timely fashion. A \$40 fee is charged for all requests to recover data publication costs. Fees charged to nonprofit organizations and government agencies may be partially waived. Please do not include payment; you will receive an invoice with your requested information.

For clarification of request procedures, contact the Washington Department of Fish and Wildlife at (360) 902-2543.

REQUESTER INFORMATION

Name:

Agency/Organization Name:

If consultant please identify the organization or party you represent:

Address:

City:

State:

Zip Code:

Phone Number:

Date of Request:

Requester Signature:

PROJECT INFORMATION

Project location by township, range, and section: (example: T24N R03E section 12)

Name of county project located in:

AGENCY USE ONLY

Prepared by:

Phone:

Date:

WDFW Invoice number:

ORDERING INFORMATION FROM

THE WASHINGTON NATURAL HERITAGE PROGRAM

WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES

The Washington Natural Heritage Program is responsible for information on the state's endangered, threatened, and sensitive plant species and high-quality ecosystems. We have begun to add information on selected groups of animals of conservation concern, such as freshwater mussels, butterflies, salamanders, and bats. This information is available in our reports along with information on rare plants and high-quality ecosystems.

The authority for protection of animal species rests with the Washington Department of Fish and Wildlife. Please contact them for more information on animals.

- Please provide the information requested below. If you have questions about the ordering process, contact Sandy Swope Moody at (360) 902-1667.
- In about two weeks, you will receive a letter with a summary of any location information available on rare species and high-quality ecosystems in your project area, and any publications requested.

Date of Request: _____

Agency: _____

Contact Person: _____

Address: _____

_____ Zip: _____

Phone: _____ Fax: _____

Use of Data: **AN IAC GRANT APPLICATION**

Database Search - Indicate Project Area by Township, Range, and Section - please include a map showing your project area boundaries:

Publications Requested - ☐ *Natural Heritage Plan* ☐ *Endangered, Threatened & Sensitive Vascular Plants of Washington - with Working Lists of Rare Non-Vascular Species*

Please Mail / Fax / E-mail Your Order To:

Sandy Swope Moody

Washington Natural Heritage Program

Department of Natural Resources

PO Box 47014

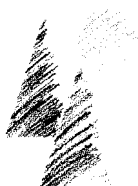
Olympia WA 98504-7016

Phone: (360) 902-1667

Fax: (360) 902-1789

E-Mail: sandra.moody@wadnr.gov

<http://www.dnr.wa.gov>



Appendix C: Post Approval Materials

Introduction

As described on page 5, after approval of funding, successful applicants must provide additional information. IAC sends a letter and checklist describing this supplemental material. Documents must be provided within **60-90 days** of funding approval. Applicants should provide the information as soon as possible so IAC can issue project agreements and work can begin immediately after a Successful Applicant Workshop. This section lists the post approval material requirements for each program and project type. Please review carefully to make sure you provide all of the items requested.

Post Approval Materials Checklists

Aquatic Lands Enhancement Account Program

Project Type	Acquisition	Development/ Restoration	Combined (Acq & Dev /Restoration)
Certification of Matching Share	•	•	•
Control and Tenure	✘	•	•
Milestones	•	•	•
Preliminary Title Report	•	✘	•
• = Required ✘ = Not applicable			

Boating Facilities Program

Project Type	Acquisition	Development	Combined (Acquisition and Development)	Combined (Acquisition and Planning)	Non-Capital (Planning)
Certification of Matching Share	•	•	•	•	•
Control and Tenure	✘	•	•	✘	✘
Milestones	•	•	•	•	•
Preliminary Title Report	•	✘	•	✘	•
• = Required ✘ = May be required (ask your IAC grants manager) ✘ = Not applicable					

Boating Infrastructure Grant Program		
Project Type	Development	Non-Capital (Information and Education)
Certification of Matching Share	•	•
Control and Tenure	•	NA
Milestones	•	•
Articles of Incorporation and By-Laws (Private and nonprofit organizations)	•	•
Authorizing Resolution (local agencies and nonprofit organizations)	•	•
Federal Aid Section 7 Evaluation Form – Phase I	•	•
Federal Forms		
▶ Assurances-Non-Construction Programs	NA	•
▶ Assurances- Construction Programs	•	NA
▶ Certification Regarding Debarment	•	•
NEPA Compliance Checklist 3-2185	•	•
• = Required; NA = Not applicable		

Land and Water Conservation Fund Program			
Project Type	Acquisition	Development	Combined (Acquisition & Development)
Boundary Map	•	•	•
Certification of Matching Share	•	•	•
Control and Tenure	NA	•	•
Environmental Assessment	•	•	•
Federal Assurances	•	•	•
Historic Preservation Review	•	•	•
Intergovernmental Review	•	•	•
Milestones	•	•	•
Preliminary Title Report	•	NA	•
USCOE Permit (if required)	NA	•	•
• = Required; NA = Not applicable			

National Recreational Trails Program			
Project Type	Development	Education	Maintenance
Articles of Incorporation	◇	◇	◇
Certification of Matching Share	•	•	•
Control and Tenure	•	✘	✘
Environmental Clearance	•	✘	✘
Landowner Approval	✘	✘	✘
Milestones	•	•	•
• = Required ◇ = Nonprofit organizations only ✘ = May be required ✘ = Not applicable			

Nonhighway and Off-road Vehicle Activities Program						
Project Type	Acquisition	Development	Combined (Acquisition and Development)	Education and Enforcement	Maintenance and Operation	Non-Capital (Planning)
Certification of Matching Share	•	•	•	0	•	•
Control and Tenure	✘	•	•	0	✘	✘
Environmental Clearance	•	•	•	0	✘	✘
Milestones	•	•	•	0	•	•
Preliminary Title Report	•	✘	•	0	✘	✘
• = Required ✘ = May be required (ask your IAC grants manager) ✘ = Not applicable 0 = Not available in 2006						

Washington Wildlife and Recreation Program			
Project Type	Acquisition	Development / Restoration	Combined (Acq & Dev /Restoration)
Certification of Matching Share	•	•	•
Control and Tenure	✘	•	•
Milestones	•	•	•
Preliminary Title Report	•	✘	•
• = Required ✘ = Not applicable			

Descriptions of Post Approval Materials

Articles of Incorporation and Bylaws

Boating Infrastructure Grant and National Recreational Trails Program Applicants. If not previously submitted to IAC, nonprofit organizations must provide a copy of their articles of incorporation, bylaws, and amendments (if applicable).

Boundary Map

Land and Water Conservation Fund applicants must submit **three** copies of a “section 6(f)” boundary map. This map with the appropriate legal description is used to clearly identify the boundaries protected under the LWCF Act. The land and facilities protected by a section 6(f) boundary may not be converted to other uses without prior approval by IAC and the National Park Service. Refer to IAC Manual #15, *LWCF: Policies & Project Selection* and IAC Manual #7, *Funded Projects: Policies and the Project Agreement* for more information about “Conversions of Use.”

The boundary map and/or attachments must include:

- a. IAC project number and name.
- b. Date of the map preparation.
- c. Adjoining streets and roads.
- d. The lands acquired or developed in the approved project. To make sure the property is clearly shown, the following methods of identification are acceptable:
 - ▶ Deed references
 - ▶ Adjoining ownerships
 - ▶ Adjoining water bodies or other natural landmarks
 - ▶ Latitude-longitude of cardinal points
 - ▶ Survey information, or
 - ▶ Measurements from permanent locators.
- e. The location of all known easements, outstanding rights, deed/lease restrictions, reversionary interests, etc.

Certification of Sponsor Match

Prior to final funding approval, applicants are asked to verify that their matching share is committed and available for use. IAC sends a letter to applicants, who may be funded, to request verification of their share.

Control and Tenure Documents

To protect the IAC capital investment, sponsors must have adequate control and tenure of project areas. This may be documented in several ways, including by showing land ownership, a lease, use agreement, or easement. Before executing a project agreement, the applicant must provide IAC with the documents described below.

- a. **Applicant Owns Property.** Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:
 - ▶ Legal description
 - ▶ Deed restrictions and encumbrances

- Documentation of current owner
- Easements.

Be sure and explain the immediate or potential impact of any restriction, easement, or encumbrance. If the property was purchased with IAC grant funds, the applicant should include a list of outstanding property rights (if any) added since completion of the acquisition project.

- b. **Applicant Does Not Own Property.** Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the applicant*. Under this option:
 - In most IAC programs the lease, easement, or use agreement must extend for at least 25 years from the date of IAC project approval. This term is 10 years in the FARR program.
 - The lease, easement, or use agreement may not be revocable at will.
 - The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

Environmental Assessment

Land and Water Conservation Fund applicants must complete and submit two copies of an environmental assessment for all LWCF projects. This document is used to evaluate the environmental effects of a proposed project and to determine if an environmental impact statement will be needed. The format for an EA is provided in Appendix D, page 58. IAC Manual #15, *LWCF: Policies & Project Agreement* provides additional information.

Environmental Clearance

Nonhighway and Off-road Vehicle Activities Program applicants for acquisition and/or development funds must provide a document showing the required environmental work is complete and the project is approved. In most cases, that means that requirements of the National Environmental Protection and State Environmental Protection Acts have been completed and that the public comment period (appeal period) has expired.

Environmental Compliance

Boating Infrastructure Grant and National Recreational Trails Program applicants must provide documents that show the required environmental clearance has been completed. In most cases, this means the requirements of NEPA (National Environmental Protection Act) and/or SEPA (State Environmental Protection Act) have been completed and the public comment/appeal period has expired. Completion of NEPA requirements applies to all development projects, including those involving:

- Construction/reconstruction
- An adverse effect finding from the State Office of Archeology and Historic Preservation
- Environmental permits

- ▶ New bridge construction
- ▶ Endangered species
- ▶ Hazardous materials
- ▶ Air quality conformity impacts.

Some development projects are excluded from a full NEPA review. For further information, contact your IAC grants manager for a copy of the *National Recreational Trails Program NEPA Categorical Exclusion Form*. For Boating Infrastructure applicants, refer to the form in this manual.

**Federal Aid
Section 7
Evaluation
Form**

Boating Infrastructure Grant applicants must complete the Federal Aid Section 7 Evaluation Form regarding species listed, proposed for listing, or having candidate status under the federal Endangered Species Act, or their critical habitats. A map may be required.

**Federal
Assurances**

Boating Infrastructure Grant and Land and Water Conservation Fund applicants only. Federal grant rules require applicants to sign additional forms, including a Standard Assurance form and a Lobbying and Debarment form. Please read, sign, and return the applicable forms, beginning on page 60.

**Historic
Preservation
Review**

Land and Water Conservation Fund applicants only. Before IAC submits the grant request to National Park Service, notice is sent to the State Historic Preservation Office (SHPO) for review of the potential impact on existing historical, archeological, or cultural resources.

Prior to submitting an application, project sponsors should research records of the local historic society, library, county recorder, concerned tribes, local residents, and other knowledgeable groups or individuals, to determine whether the project site has any historical, archeological or cultural significance. The Environmental Assessment should include a description of the research that was done, including the names of individuals, organizations and sources contacted.

**Inter-
governmental
Review**

To receive a ***Land and Water Conservation Fund*** grant, sponsors have the obligation of notifying directly affected state, area wide and regional agencies, and local governments of proposed actions. This may be accomplished through publication of the project notice in the Federal Register (preferred) or through direct submission by the applicant through a notice to various interested agencies. Such notices should include a detailed description of the proposal, an address where comments may be forwarded, and the deadline for comment. A 60-day comment period is suggested.

**Landowner
Approval
Certification**

National Recreational Trails Program applicants only. Nonprofit organizations must show that the landowner is aware of and supports the project. As appropriate, submit the form shown on page 69 (Development Projects) or the form on page 70 (Maintenance Projects). A separate form must be provided for each landowner.

Milestone Worksheet

All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the IAC project agreement. IAC sends this worksheet to applicants before the funding meeting.

Preliminary Title Report

All applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:

- a. A legal description of the subject property
- b. A listing of the current owners, and
- c. A listing of all encumbrances.

US Army Corps Permit

Sponsors of *Land and Water Conservation Fund* projects that require any Army Corps of Engineers permit ***must*** provide a copy of the issued permit ***before*** project agreement execution.

Appendix D: Environmental Assessment

INTRODUCTION The environmental effects of a project submitted for LAND AND WATER CONSERVATION FUND assistance are evaluated through the preparation of environmental data on the intended action. In 1969, the National Environmental Policy Act (NEPA) was passed to insure a uniform national policy on evaluating the environmental impacts of federally funded projects. This Act requires the preparation of Environmental Impact Statements (EIS) for all federally funded projects that may result in significant adverse effects to the environment. All LWCF projects must have some basic environmental data to determine the impact of the proposed action. The documentation supplied in the Environmental Assessment (EA) will determine whether a more detailed EIS will need to be prepared.

Two copies of an environmental analysis titled “Environmental Assessment”, which includes the following four sections, must accompany all project applications.

- Section 1 *The Proposed Action.*** This section should include a description of the proposed project and the surrounding environment.
- Section 2 *Alternatives to the Proposed Action.*** This section should explain the reasonable alternatives to the proposed action. The explanation should center upon the possible alternatives that were actually examined during the planning process.
- Section 3 *Environmental Impacts of the Proposed Action.*** Succinctly describe those environmental elements that would be affected. Discuss anticipated impacts on the following elements and any means to mitigate adverse environmental impacts to:
- Land use (project site and surrounding area)
 - Fish and wildlife
 - Vegetation
 - Geology and soils
 - Mineral resources
 - Air and water quality
 - Water resources/hydrology including wetlands
 - Historic/archaeological/resources
 - Transportation access
 - Consumption of energy resources
 - Socio-economic effects
- Section 4 *Listing of Agencies and Persons Consulted.*** List the individuals and agencies that were consulted during the conception of the project and the Environmental Assessment and include a summary of their response.

It is very important that the information provided is accurate and objective. Deceptive analysis of potential impacts could lead to the withdrawal of federal funds from the project, repayment of already reimbursed funds, or potential court action against the

project sponsor. The following suggestions will assist in the preparation of the report:

- Keep the environmental information free of project justification and personal bias. The project presumably is fully justified elsewhere in the Assessment.
- Do not rely on generalities - the specific facts are essential. General statements and all allegations should always be supported and quantified where possible.
- Use of maps, sketches, and related graphics to help explain the project are of great value. Pictures often help reduce lengthy narrative materials.
- Writing style should be kept clear and concise. Adverse impacts should be addressed as fairly as the beneficial impacts.

In most instances, the Environmental Assessment should be no longer than 3 - 5 pages.

Appendix E: Federal Assurances

► Federal Forms: Assurances—Debarment, Suspension, Etc. – DI-2010

U.S. Department of the Interior

Certifications Regarding Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements and Lobbying

Persons signing this form should refer to the regulations referenced below for complete instructions:

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions – **The prospective primary participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.** See below for language to be used or use this form certification and sign. (See Appendix A of Subpart D of 43 CFR Part 12.)
Certification Regarding Debarment, Suspension, Ineligibility

and Voluntary Exclusion - Lower Tier Covered Transactions See Appendix B of Subpart D of 43 CFR Part 12.)

Certification Regarding Drug-Free Workplace Requirements Alternate I. (Grantees Other Than Individuals) and Alternate II. (Grantees Who are Individuals) - (See Appendix C of Subpart D of 43 CFR Part 12)

Signature on this form provides for compliance with certification requirements under 43 CFR Parts 12 and 18. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of the Interior determines to award the covered transaction, grant, cooperative agreement or loan.

PART A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters- Primary Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A PRIMARY COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

CHECK ☐ IF THIS CERTIFICATION IS FOR A LOWER TIER COVERED TRANSACTION AND IS APPLICABLE.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART C: Certification Regarding Drug-Free Workplace Requirements*CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS NOT AN INDIVIDUAL.*

Alternate I. (Grantees Other Than Individuals)

A. The grantee certifies that it will or continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a) (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ___ if there are workplaces on files that are not identified here.

PART D: Certification Regarding Drug-Free Workplace Requirements*CHECK ___ IF THIS CERTIFICATION IS FOR AN APPLICANT WHO IS AN INDIVIDUAL.*

Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

PART E: Certification Regarding Lobbying Certification for Contracts, Grants, Loans, and Cooperative Agreements

CHECK _____ IF CERTIFICATION IS FOR THE AWARD OF ANY OF THE FOLLOWING AND THE AMOUNT EXCEEDS \$100,000: A FEDERAL GRANT OR COOPERATIVE AGREEMENT; SUBCONTRACT, OR SUBGRANT UNDER THE GRANT OR COOPERATIVE AGREEMENT.

CHECK _____ IF CERTIFICATION FOR THE AWARD OF A FEDERAL LOAN EXCEEDING THE AMOUNT OF \$150,000, OR A SUBGRANT OR SUBCONTRACT EXCEEDING \$100,000, UNDER THE LOAN.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above-specified certifications are true.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

TYPED NAME AND TITLE

DATE

► Federal Forms: Assurances—Non-Construction Programs – 424B

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 15 MINUTES PER RESPONSE, INCLUDING TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THE BURDEN ESTIMATE OR ANY OTHER ASPECT OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT (0348-0040), WASHINGTON, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits
- discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards

- Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

► Federal Forms: Assurances—Construction Programs - 424D

OMB Approval No. 0348-0042

ASSURANCES - CONSTRUCTION PROGRAMS

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 15 MINUTES PER RESPONSE, INCLUDING TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THE BURDEN ESTIMATE OR ANY OTHER ASPECT OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCTION PROJECT (0348-0042), WASHINGTON, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) that limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards, which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

► NEPA Compliance Checklist - 3-2185

Grant/Project Name:

This proposal ☐ is ☐ is not completely covered by categorical exclusion No(s) , 516 DM 6 Appendix 1

(check: (✓) one) (Review proposed activities. An appropriate categorical exclusion must be identified before completing the remainder of the Checklist. If a categorical exclusion cannot be identified, or the

proposal cannot meet the qualifying criteria in the categorical exclusion, an EA must be prepared.)

Exceptions:

Will This Proposal (check (✓) yes or no for each item below):

- | <u>Yes</u> | <u>No</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Have significant adverse effects on public health or safety. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have adverse effects on such unique geographic characteristics as historic or cultural resources, park, recreation or refuge lands, wilderness areas, wild or scenic rivers, sole or principal drinking water aquifers, prime farmlands, wetlands, floodplains, or ecologically significant or critical areas, including those listed on the Department's National Register of Natural Land marks. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Have highly controversial environmental effects. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Be directly related to other actions with individually insignificant, but cumulatively significant environmental effects |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Have adverse effects on properties listed or eligible for listing on the National Register of Historic Places. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Have adverse effects on species listed or proposed to be listed on the List of Endangered or Threatened Species or have adverse effects on designated Critical Habitat for these species. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Have material adverse effects on resources requiring compliance with Executive Order 11988 (Floodplain Management), Executive Order 119 90 (Pro section of Wetlands), or the Fish and Wildlife Coordination Act. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Threaten to violate a Federal, State, local or tribal law or requirement imposed for the protection of the environment. |

(If any of the above exceptions receive a "Yes" check (✓), an EA must be prepared.)

Concurrences/Approvals:

Project Leader: _____ Date: _____

State Authority Concurrence: _____ Date: _____
(with financial assistance signature authority, if applicable)

Within the spirit and intent of the Council of Environmental Quality's regulations for implementing the National Environmental Policy Act (NEPA) and other statutes, orders, and policies that protect fish and wildlife resources, I have established the following administrative record and have determined that the grant/agreement/amendment

- ☐ **Is a categorical exclusion as provided by 516 DM 6, Appendix 1. No further NEPA documentation will therefore be made.**
- ☐ **Is not completely covered by the categorical exclusion as provided by 516 DM 6, Appendix 1. An EA must be prepared.**
- ☐ **Includes other attached information supporting the Checklist.**

Service signature approval:

RO or WO Environmental Coordinator: _____ Date: _____

Staff Specialist, Division of Federal Aid: _____ Date: _____
 (or authorized Service representative with financial assistance signature authority)

► Federal Aid Section 7 Evaluation Form – Phase I

State/Agency: _____ Originated by: _____

Grant Document Number and Title: _____

Project Number: _____ Grant Period: _____

1. Is your project within the affected range of species listed, proposed for listing, or having candidate status under the federal Endangered Species Act or their critical habitats? Y/N If so, list all species and ESUs and the listing status of each. If your answer is "No," go to number 6.
2. Will your project affect any individuals of those species or their critical habitats? Y/N (see instruction sheet for examples)
3. Describe any federal permits (and permit numbers), consultations (and Biological Opinion [BO] tracing numbers), exemptions under ESA section 4(d), or other pertinent authorizations (such as state permits or Corps permits) that you may have. If all of your expected take is authorized, complete this item and go to number 6.
4. Provide a brief general outline of the activities of your project and its objectives, and describe any ways that it may contribute to the conservation of listed species (attach as needed).
5. If you indicated that you will affect ESA species describe: the species involved location, time periods, the nature of the take (e.g., lethal or non-lethal; by trapping/tagging; seining/measuring, why the take will occur and the number of individuals of each species or ESU that you may encounter. Please provide a map. (attach as needed)
6. Agency Approval:

Date_____
Printed Name and Title

NRTP Landowner Approval- Development
For Nonprofit Organizations With Development Projects
On Land To Which They Do Not Hold Title

To: Interagency Committee for Outdoor Recreation (IAC)
 PO Box 40917
 Olympia, Washington 98504-0917

From: Nonprofit Organization _____
 Contact Person's Name _____
 Telephone Number _____
 Project Name & Number _____

Landowner Statement

This section must be completed by the owner of the property to be developed.

Please check the appropriate box. If "Other" is checked, explain below or on a separate page.

Yes No N/A Other

I am the landowner for property included in this project.

I have reviewed the funded Project Summary (attached) and it meets with my approval.

I agree to allow public use of facilities that result from this project without regard to age, disability, gender, income, race, or religion.

Unless modified in writing by IAC, I agree that for a minimum of 25 years from IAC's final reimbursement, facilities included in this project may not be converted to uses other than those for which IAC project funding was originally provided.

Comments:

Organization:

Landowner/Representative:

(PRINT NAME)

(SIGNATURE)

(DATE)

Title:

Phone:

Note: *If not already provided, attach a copy of the lease or use agreement between the nonprofit organization and the landowner.*

NRTP: Landowner Approval For Nonprofit Organizations With <u>Maintenance</u> Projects On Land To Which They Do Not Hold Title				
To: Interagency Committee for Outdoor Recreation (IAC) PO Box 40917 Olympia, Washington 98504-0917				
From: Nonprofit Organization _____				
Contact Person's Name _____				
Telephone Number _____				
Project Name & Number _____				
Landowner Statement <i>This section must be completed by the owner of the property to be maintained.</i>				
<i>Please check the appropriate box. If "Other" is checked, explain below or on a separate page.</i>	Yes	No	N/A	Other
I am the landowner for property included in this project.				
I have reviewed the funded <i>Project Summary</i> (attached) and it meets with my approval.				
I agree to allow appropriate public access or use of areas maintained throughout the project period, without regard to age, disability, gender, income, race, or religion.				
Comments:				
Organization:				
Landowner/Representative: _____ <div style="text-align: right; font-size: small;">(PRINT NAME)</div>				
(SIGNATURE)		(DATE)		
Title:		Phone:		